

National
Endowment
for the Arts



Application
Guidelines
Fiscal Year
1988

Museums

88

Application Calendar

| Category | Application Postmark Deadline | Announce- ment of Grant Award or Rejection | Earliest Project Beginning Date |
|--|-------------------------------|---|--|
| Professional Development | | | |
| Museum Training | Feb. 17, 1987 | October 1987 | Oct. 1, 1987 |
| Fellowships for Museum Professionals | Feb. 17, 1987 | October 1987 | Oct. 1, 1987 |
| Utilization of Museum Resources | | | |
| Presentation and Education | June 30, 1987 | December 1987 | Jan. 1, 1988 |
| Catalogue | June 30, 1987 | December 1987 | Jan. 1, 1988 |
| Care of Collections | | | |
| Conservation | Sept. 21, 1987 | March 1988 | April 1, 1988 |
| Collection Maintenance | Sept. 21, 1987 | March 1988 | April 1, 1988 |
| Museum Purchase Plan | Oct. 15, 1987 | March 1988 | April 1, 1988 |
| Special Exhibitions | Nov. 16, 1987 | June 1988 | July 1, 1988 |
| Special Artistic Initiatives | April 4, 1988 | September 1988 | Sept. 1, 1988 |

Please note that the Fiscal Year 1987 Special Artistic Initiatives Application Postmark Deadline, announced in last year's guidelines, is April 7, 1987 (announcement of grant award or rejection, September 1987; earliest project beginning date, September 1, 1987). You may use the forms in this book to apply under that deadline.

LATE APPLICATIONS WILL BE REJECTED. INCOMPLETE APPLICATIONS ARE UNLIKELY TO BE FUNDED.

The Museum Program's telephone number is 202/682-5442.

The National Endowment for the Arts, an independent agency of the Federal Government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

Statement of Mission National Endowment for the Arts

Preamble

Throughout the ages, man has striven to go beyond the limits of the immediate physical world to create that which was not there before and thus nourish the human spirit. Our first record of man's perception of the world around him was through art scratched on cave walls, carved in stone, or modeled in clay. Man's need to make, experience, and comprehend art is as profound as his need to speak. It is through art that we can understand ourselves and our potential. And it is through art that we will be understood and remembered by those who will come after us.

This nation's governance is based on our people's commitment to freedom of imagination, thought, and expression. Our many aesthetic and cultural traditions are precious—for the rich variety of their beauty and as a symbol of the diverse nature of the United States.

Primary support for the arts has always come directly from the people of this nation: artists in localities all across the country who create and sustain the arts and contributors who support the arts out of conviction and as a matter of civic and regional pride.

It was in this context that the National Foundation on the Arts and the Humanities Act was enacted in 1965. The Congress found that "the encouragement and support of national progress and scholarship in the humanities and the arts, while primarily a matter of private and local initiative, is also an appropriate matter of concern to the Federal Government . . . "

The Congress also found that "while no government can call a great artist or scholar into existence, it is necessary and appropriate for the Federal Government to help create and sustain not only a climate encouraging freedom of thought, imagination, and inquiry, but also the material conditions facilitating the release of this creative talent . . . "

Mission

The mission of the National Endowment for the Arts is:

- To foster the excellence, diversity, and vitality of the arts in the United States and
- To help broaden the availability and appreciation of such excellence, diversity, and vitality.

In implementing its mission the Endowment must exercise care to preserve and improve the environment in which the arts have flourished. It must not, under any circumstances, impose a single aesthetic standard or attempt to direct artistic content.

Implementation

Who: The Endowment assists individual artists; those who act on behalf of artists or audiences; organizations whose primary intention is artistic or educational; and state and local arts agencies. Demonstrated or potential excellence and capacity to conceive, develop, or present a work of art are primary criteria.

Statement of Mission

2 National Endowment for the Arts, continued

What: Endowment activities:

- Demonstrate national recognition of the importance of artistic excellence.
- Provide opportunities for artists to develop their talents.
- Assist in the creation, production, presentation/exhibition of innovative and diverse work that has potential to affect the art form and directly or indirectly result over time in new art of permanent value.
- Assure preservation of our cultural heritage.
- Increase the performance, exhibition, and transmission of art to all people throughout the nation.
- Deepen understanding and appreciation of the arts among all people nationwide.
- Encourage serious and meaningful art programs as part of basic education.
- Stimulate increasing levels of nonfederal support of the arts.
- Improve the institutional capacity of the best of our arts organizations to develop, produce, present, and exhibit bold and varied fare.
- Provide information about the arts, their artistic and financial health, and the state of their audiences.

How: The Endowment, in conjunction with private and public partners, carries out its mission through grant programs and a wide range of leadership and advocacy activities. The Endowment also serves as a national forum to assist in the exchange of ideas and as a catalyst to promote the best developments in the arts and education about them. The Endowment's grants programs include individual, project, and longer term institutional support.

Endowment decision-making is guided by peer panel review and the National Council on the Arts and by additional advice from the artistic fields and their public and private supporters. The Endowment works closely with its public partners (the state and local arts agencies) to reflect regional, state, and local perspectives and assist cooperation in implementation of government arts support programs. The Endowment's programs are aimed at benefiting all people of this nation regardless of sex, race, creed, national origin, handicap, age, or habitat.

Information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, which is available from:

Public Information Office
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5400
202/682-5496 Voice/TDD

Visually impaired people may obtain a cassette recording of these or any other Endowment Program's guidelines and the Guide to the National Endowment for the Arts by writing or calling:

Music Section
National Library Service
for the Blind and Physically Handicapped
The Library of Congress
Washington, D.C. 20542
202/287-9254

Please specify what publication (e.g., the Guide to the National Endowment for the Arts or a specific Program's current guidelines) you wish to have recorded.

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Introduction

The Museum Program of the National Endowment for the Arts is designed to meet the evolving needs of the museum field through assistance for projects primarily of artistic significance. It is guided by three basic policies:

- All types of museums are eligible to receive funds for projects primarily of artistic significance.
- The quality of a project, not the size or location of the applicant institution, is the major criterion used in evaluating applications. Projects should be of the highest artistic level on a national or regional basis.
- The Program will be responsive and remain flexible enough to consider any worthwhile project.

We Fund

- Museums.
- Organizations that perform museum functions.
- Organizations that serve or cooperate with museums.
- Museum professionals.

We Do Not Fund

- New construction.
- Major structural modifications of buildings. (See Challenge Grant guidelines for information on the eligibility of these projects.)

Important Information

Please read this booklet carefully. Be sure to review the information on this and the following pages before reading the category descriptions. Applicants may submit more than one application in each category.

Organizations applying for support should consult the general instructions on "How to Apply" which follow, the "Instructions for Completing Organization Grant Application Form" on pages 28-29, and the "Special Application Requirements" that appear in each section. These requirements tell what supporting materials you will need to send with your application.

Individuals applying for support can find full instructions on how to apply in the "Fellowships for Museum Professionals" section.

After applications are received, they will be reviewed according to the process on page 6.

If you have questions or need any help with your application, write or phone:

Museum Program
 National Endowment for the Arts
 Nancy Hanks Center
 1100 Pennsylvania Avenue, N.W.
 Washington, D.C. 20506
 202/682-5442

Access

Because the achievement of access for disabled people, as directed by Federal law, frequently requires long-range planning and budgeting, the Endowment encourages applicants to consider access issues in early planning stages of programs and services. For more information, see "Other Programs of Interest/Office for Special Constituencies" on page 25.

Eligibility Requirements

Organizations

While accreditation by the American Association of Museums is not an eligibility requirement, the Endowment generally uses the definition of museums developed by the AAM: ". . . a nonprofit institution essentially educational or aesthetic in purpose with professional staff, which owns or utilizes tangible objects, cares for them, and exhibits them to the public on some regular schedule."

(Continued on next page)

Eligibility Requirements, continued

In addition to museums, organizations that serve museums, organizations that perform museum functions, state arts agencies and regional arts organizations are also eligible to apply to the Museum Program.

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Applicant organizations must meet the legal requirements on page 26. In general, organizations should be in operation two years prior to submitting an application.

To be eligible for support, former grantees must have submitted required Final Reports for all completed Museum Program grants since (and including) Fiscal Year 1984. (See page 7.)

Individuals

Only currently employed full-time museum professionals may apply for fellowships. Applicants must be United States citizens or permanent residents of the U.S.

To be eligible for support, former grantees must have submitted required Final Reports for all completed Fellowships for Museum Professionals since (and including) Fiscal Year 1984. See page 7.

How to Apply

The application forms and the supplementary information sheets at the back of this booklet are the primary materials that advisory panelists use in evaluating applications. Please complete all items on these forms clearly and concisely, using the space allotted on the forms. Project description should begin with a summary sentence describing the project and the intended use of funds. More in-depth descriptive information and resumes may also be included as part of your overall application package, but in most instances these additional items will be used as back-up material only. Please provide answers and summarize resumes in the space provided, as instructed. Use standard-size type on all your application materials. Do not use photoreduction.

Try to avoid using jargon. The review process is greatly assisted by the use of simple language, which enables a direct and fair assessment of the project.

Submitting Your Application

Organizations must send the following materials, as well as those listed in "Special Application Requirements" for their category, in one package to:

Grants Office/MM, 8th floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

1. **Three copies** of the completed Organization Grant Application Form NEA-3 (Rev.). One copy must be the typed, signed original. See page 28 for specific instructions on completing this form.
2. One copy of the Internal Revenue Service determination letter for tax-exempt status or the official document identifying the applicant as a unit of state or local government.
3. One copy of the Assurance of Compliance Form on page 39. All applicants must submit a completed form whether or not one has been submitted previously.
4. One of the self-addressed Application Acknowledgment Cards on the back cover of these guidelines.

Only the Grant Application Form and the appropriate Supplementary Information Sheet must be submitted in triplicate. If you are including other supplementary materials, submit only one copy.

(Continued on next page)

How to Apply,
Submitting Your Application,
continued

Materials submitted to the Endowment generally will not be returned to the applicant. If you are submitting materials which are expensive or difficult to replace, please contact the Museum Program before applying.

Deadline Dates

Application packages, including all required supplementary materials, must be postmarked no later than the deadline date for your category. See the Application Calendar inside the front cover of these guidelines.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

Application Review

Applications within each funding category are reviewed as a group without reference to applications in other categories so that an institution will not be competing against itself by submitting applications in more than one category.

The appropriate Museum Panel, a rotating committee of experts from the museum field, reviews the applications. Following panel review, the National Council on the Arts makes recommendations to the Chairman of the National Endowment for the Arts for final decision. Please do not seek information on the status of your application. You will receive an official grant award or rejection letter in accordance with the Application Calendar inside the front cover of these guidelines.

After receiving notification that a grant has been awarded, a grantee may apply for full or partial payment, depending on the nature and schedule of the project.

All inquiries about grants and application procedures should be directed to the Museum Program.

Review Criteria

The application review is a competitive process. Your application will be judged against applications for similar projects. The best of these will be recommended, based on the following criteria:

- Artistic merit of the project.
- Qualifications of personnel involved.
- Appropriateness of proposed budget.
- Completeness and clarity of application package.
- Additional "Review Criteria" listed in the description of each category.

Grant Awards

Scope of Projects

The Endowment welcomes the vitality of new projects and activities. Grants are awarded for specific projects, not for general operating support. Do not plan new programs that are beyond your means or that can be sustained only with continued Endowment funding.

Grant Amounts

Applicants notified that a grant has been recommended at less than the amount requested may be asked to revise the project budget. The revision may involve a reduction in the scope of activities and/or an adjustment of the budget to include increased funds from non-Endowment sources.

Period of Support

The period of support should span the amount of time necessary to plan, execute, and close out the project.

Matching Funds

A grant may be used to pay no more than half the cost of any project. Each grantee must match the funds on at least a dollar-for-dollar basis. Please refer to each category for special matching requirements. The required matching funds should come from cash contributions, earned income, or other grants. Applicants are urged to seek support from private sources as well as from their state and local governments. In-kind contributions (such as donated space, supplies, and services) may also be used as part of the match.

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Funds from the National Endowment for the Humanities and the Institute for Museum Services may not be used to match Arts Endowment Museum Program grants. Other Federal funds may not be used to match Arts Endowment Museum Program grants, unless the statutory authority for such funds specifically allows them to be used as match for Federal grants.

Fellowships to individuals are made on a non-matching basis.

Continuing Support

Panelists annually review all applications on their merit, and in competition with other applications in the same category. An award granted one year does not imply Endowment support in subsequent years.

Final Reports

At the end of the grant period, the Endowment requires final reports from all grantees. If you receive a grant, complete instructions on final reporting will accompany the grant letter. In some categories, the status of active grants you have received will be taken into account in the review of your application.

Grantees who have failed to submit the required final reports are not eligible to apply for subsequent funding.

Acknowledgment of Endowment Support

If you receive a grant, all published materials and announcements regarding the project must credit the Endowment. When funds are used to support a catalogue or exhibition, for instance, this should be acknowledged with the following statement in the catalogue and in all published materials and announcements of the exhibition: "This catalogue (exhibition) was supported in part by a grant from the National Endowment for the Arts, a Federal agency." If the Arts Endowment is listed as one of a number of donors, its placement in the list should have an appropriate relationship to other sources of support.

Note on Publications

It is a requirement of any grant which supports the publication of a catalogue that 90 copies of that catalogue be sent to the United States Information Agency. Do not send these catalogues to the Endowment, but to the following addresses:

Send 2 copies to:

Program Officer
Arts America Program
United States Information
Agency
301 4th Street, S.W.
Room 567
Washington, D.C. 20547

Send 88 copies to:

Chief Service Branch
USIA Art Catalogue Project
830 Third Street
Loading Dock 15
Brooklyn, New York 11232

The National Endowment for the Arts strongly encourages grantees who produce books or other publications for dissemination to take advantage of the free cataloging service of the Cataloging-in-Publication Division of the Library of Congress.

Cataloging-in-Publication provides publishers with cataloging data to be printed in the book. Having the data in the book speeds the library cataloging process and gets the book into immediate circulation—to the benefit of author, publisher, and reader.

For procedural information, call or write:

Library of Congress
Cataloging-in-Publication Division
Washington, D.C. 20540
202/287-6372

Changes in the Fiscal Year 1988 Guidelines

Applicants should take special note of the major guideline changes outlined below. There are other changes as well, and applicants are urged to read these guidelines carefully.

1. Museum Purchase Plan

- The Museum Purchase Plan is being reinstated in the FY 1988 guidelines. Grants of up to \$25,000 will be available to purchase works of art by living American artists. These grants must be matched at least dollar-for-dollar with new money raised specifically for this purpose. The FY 1988 deadline is October 15, 1987.

2. Catalogue

- Grants of up to \$50,000 are available for documentation.
- The ceiling remains \$75,000 for either Preparation of Manuscript (research and preparation of catalogue copy) or Publication.

3. Visiting Specialists

- Applications will no longer be accepted under this sub-category. Some of the projects formerly eligible under Visiting Specialists have been incorporated into Utilization of Museum Resources where funds will be available to assist museums in obtaining short-term advice from outside specialists.

4. Professional Development

- The deadline for this category has been shifted to mid-February. The FY 1988 deadline is February 17, 1987.

5. Special Artistic Initiatives

- This new category was introduced in the FY 1987 guidelines. It supports long-term initiatives by museums to strengthen their artistic focus and reaffirm or redefine their mission through long-range programming. The FY 1987 deadline is April 7, 1987; the FY 1988 deadline is April 4, 1988.

Professional Development

Museum Training

Grants in this category are awarded to support arts-related formal training programs, internships, and apprenticeships. Priority will be given to programs for minorities and to efforts to improve staff in geographic areas where there is a demonstrated need to improve professionalism.

- Formal Training:
 - Formal education programs, including workshops and seminars directed to mid-career professional training and development.
 - Graduate-level programs in curatorial training, museum administration, exhibit preparation and design, or museum education, conducted jointly by museums and universities, in which courses in art history form an integral part of the program.
- Internships: for internships provided by a museum. Priority will be given to those at the graduate and post-graduate level.
- Apprenticeships: for apprenticeships to prepare students or staff for positions such as installer, preparator, framer, packer, or carpenter.

Eligibility

All grants go directly to institutions, not individuals. See "Eligibility Requirements/Organizations" on page 4.

To be eligible for support, former grantees must have submitted required Final Reports for all completed Museum Program grants since (and including) Fiscal Year 1984.

Grant Amounts and Matching Requirements

Grant awards of up to \$60,000 are available for formal training programs. Endowment funds may be used to support stipends and travel. Matching funds may be used to supplement this support or can be used to cover related expenditures. Grant awards of \$30,000 or less require a 1:1 match; grant awards of more than \$30,000 require a 2:1 match. The minimum grant generally will not be less than \$5,000.

Grant awards of up to \$20,000 are available to support internships and apprenticeships. Endowment funds may be used to support stipends and travel. Matching funds may be used to supplement this support or can be used to cover related expenditures. Grant awards require at least a 1:1 match and generally will not be less than \$3,000.

Review Criteria

In reviewing applications, panelists consider:

- Number of students, quality and duration of training, and amount of stipend.
- Success of the program in placing graduates in the field or in enhancing the professional development of current museum staff.
- Degree to which the program is designed to be a meaningful training experience rather than a means of providing the institution with additional staff support.
- Extent of involvement of practicing museum professionals in the training.
- Practical museum experience provided program participants.
- For university programs, extent of art historical training, degree of cooperation with museums, and achievements of recent graduates as museum professionals.
- For internships, the degree to which interns are supervised and evaluated.
- Other criteria outlined under "Application Review" on page 6.

Museum Training,
continued
Period of Support
and Deadline Dates

A grant period of up to two years is allowed for formal training programs. A grant period of up to one year is allowed for other types of projects. Please allow sufficient time to plan, execute and close out the project. See the Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Include in your application package the completed Museum Training/Formal Training Programs Supplementary Information Sheet on page 41 or the Museum Training/Internships and Apprenticeships Supplementary Information Sheet on page 42, whichever is appropriate.

Museum Training/Formal Training Programs applicants should also submit, where relevant, a syllabus of the course(s) offered.

See also "How to Apply" on page 5.

**Fellowships for Museum
Professionals**

This category allows museum professionals to conduct arts-related independent research or to travel, write, or otherwise improve their professional qualifications. Leaves of absence may range from one to 12 months.

This category is designed to encourage museums to develop and implement programs of regular leave for professional staff members.

Fellowships are *not* awarded to cover study or research directed toward a graduate degree or expenses incurred in formal courses of study, workshops, seminars, or conferences. These fellowships are not intended to support research or development of projects eligible elsewhere in these guidelines, but rather to encourage independent work.

Eligibility

Only currently employed, full-time museum professionals who have served on a museum staff for at least one year may apply. Applicants must be United States citizens or permanent residents of the U.S. Organizations are not eligible in this category.

To be eligible for support, former grantees must have submitted required Final Reports for all completed Museum Program grants since (and including) Fiscal Year 1984.

Grant Amounts and
Matching Requirements

Fellowships will not exceed \$25,000. Amounts will be based on travel requirements, salary support, and need for materials. Although the fellowships may extend for up to a full year, salary support may be included for only a period of up to three months. Fellowships need not be matched. The minimum grant generally will not be less than \$2,500.

Review Criteria

In reviewing applications, panelists consider:

- Merit of the proposed project and its potential effect on the applicant's professional qualifications.
- Applicant's museum experience and qualifications.
- Letters of recommendation.
- Completeness of application package.
- Appropriateness of proposed budget.

Period of Support
and Deadline Dates

A fellowship period of one to 12 months is allowed. Please allow sufficient time to plan, execute, and close out the project. See the Application Calendar inside the front cover of these guidelines.

Taxability of Fellowships

The Internal Revenue Code provides that certain fellowships to individuals who are not candidates for degrees are tax deductible, but only up to a certain amount and for a limited period of time. Pamphlet 520, "Scholarships and Fellowships," is available from most Internal Revenue Service offices, and might be useful in this regard. The Endowment cannot advise you about the deductibility of all or any portion of a fellowship, should one be awarded to you. Advice should be obtained from your own tax counselor or local Internal Revenue Service office.

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Grants Office/MM, 8th floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

1. **Three copies** of a completed Individual Grant Application Form NEA-2 (Rev.). One copy must be the typed, signed original. One blank form begins on page 63 of these guidelines.

Your proposal must clearly demonstrate how a leave of absence will improve your professional qualifications. Summarize what you plan to do during the fellowship period in the space labeled "Description of proposed activity" on the application form. If necessary, one additional sheet (8½" x 11") may be used to provide detail.

The "Career summary or background" section of your application should relate directly to the activity for which support is requested. You may attach a resume instead of completing this item.

2. An itemized budget outlining travel costs (a detailed breakdown, including proposed itinerary), costs of materials, and salary, if relevant.
3. A statement from the director, or, if the applicant is the director, the chairman of the board of your institution that:
 - Grants you a leave of absence for the period of time specified in your application.
 - Notes your present salary, and whether or not it will be continued during all or part of the proposed leave.
4. Recommendations in support of your application from three individuals who are experts in your field of study. These recommendations should address the merits of your proposed project and its potential effect on your professional qualifications. The individuals providing recommendations should send them directly to:

Museum Program
ATTN: Fellowships for Museum Professionals
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

For your application to be considered by the panel, all three recommendations must have been received.

5. One of the Application Acknowledgment Cards that can be found on the back cover of these guidelines.

Utilization of Museum Resources

Presentation and Education

This category is designed to help organizations make greater use of museum collections and other resources primarily of artistic significance and to support education and outreach programs. The services of outside specialists may be included in your budget where appropriate. Grants are available for:

● Presentation of Collections

1. Reinstallation: Up to \$75,000 to help museums:

- Install works from their permanent collections in semi-permanent or long-term displays.
- Prepare and publish exhibition catalogues directly related to the above activity.
- Develop related programs and events that enrich these presentations.

Grant awards of \$50,000 or less require at least a 1:1 match, and grant awards of more than \$50,000 require at least a 2:1 match. (See also page 27 for information on the Treasury Fund.) The minimum grant generally will not be less than \$7,500.

2. Exhibitions: Up to \$75,000 to help museums:

- Mount temporary exhibitions from their permanent collections, generally for a period of at least three months, or mount a coherent sequence of exhibitions drawn from their permanent collections.
- Present temporary exhibitions from their permanent collections developed in conjunction with loan exhibitions.
- Develop related programs and events that enrich these presentations, including the preparation and publication of exhibition catalogues.

Grant awards of \$50,000 or less require at least a 1:1 match, and grant awards of more than \$50,000 require at least a 2:1 match. (See also page 27 for information on the Treasury Fund.) The minimum grant generally will not be less than \$7,500.

3. Collection Sharing: Up to \$75,000 for:

- Extended loans to or from one or more museums or other organizations. Planning as well as implementation grants are available. (Applications may be submitted by the lending or borrowing institution.)
- The organization and touring of exhibitions from an institution's own permanent collection. (Applications to borrow such exhibitions from other organizations should be submitted under the Special Exhibitions category, page 22).
- Exchange of collections between two or more museums.
- Exhibition catalogues and educational programs directly related to the above activities.

Grant awards of \$50,000 or less require at least a 1:1 match, and grant awards of more than \$50,000 require at least a 2:1 match. (See also page 27 for information on the Treasury Fund.) The minimum grant generally will not be less than \$10,000.

Presentation of Collections grants may be used to purchase material needed for installation. They may not, however, be used to support major structural modifications of a building.

Institutions seeking support for conservation treatment of objects to be included in an installation should apply under Conservation (see page 18).

Projects that involve climate control, security systems, and storage facilities should be submitted under Collection Maintenance (see page 19).

● **Education**

—Up to \$50,000 for significant projects which interpret permanent collections of works of art. These projects should clearly demonstrate effective collaboration between education and curatorial staff. The minimum grant generally will not be less than \$20,000.

—Up to \$25,000 for specific programs that make a museum's own permanent collection more widely available to the public, including museum education and outreach programs. This can include the use of children's guides, gallery information sheets, and the media. The minimum grant generally will not be less than \$3,000.

—Up to \$25,000 for outreach and education projects undertaken by exhibition spaces, museums, and other organizations without permanent collections. This can include the use of printed guides and the media. The minimum grant generally will not be less than \$3,000.

Grant awards must be matched at least 1:1.

Organizations seeking support for education/outreach projects based on special exhibitions should include the costs of such projects as part of their request under the Special Exhibitions category (see page 22).

Eligibility

See "Eligibility Requirements/Organizations" on page 4.

To be eligible for support, former grantees must have submitted required Final Reports for all completed Museum Program grants since (and including) Fiscal Year 1984.

Review Criteria

In reviewing applications, panelists consider:

- Artistic significance of the collections being installed, exhibited, shared, and/or interpreted.
- For reinstallation projects, degree to which the collection is more effectively presented.
- For collection sharing projects, degree to which art will be seen by audiences not usually reached or degree to which collections not normally on view will be utilized.
- For education projects, goals and objectives of the project and audience to be reached.
- Collaboration between education and curatorial staff, where appropriate.
- Qualifications of key personnel involved with the project.
- Appropriateness of proposed budget.
- Other criteria outlined under "Review Criteria" on page 6.

**Period of Support
and Deadline Dates**

A grant period of more than one year is allowed. The period of support should span the amount of time necessary to plan, execute, and close out the project. See the Application Calendar inside the front cover of these guidelines.

Presentation and Education,
continued
Special Application Requirements

Include in your application package:

1. **Three copies** of the completed Presentation of Collections or Education Supplementary Information Sheets on pages 43-46.
2. A checklist or representative listing of the collection involved.
3. Representative slides or other visual material.
4. Existing catalogues of all or part of the collection involved.
5. Sample entries, if this project will result in a catalogue.

See also "How to Apply" on page 5.

If you receive a grant that includes support for catalogue publication, you must provide 90 copies of the catalogue to the U.S. Information Agency for distribution to its libraries abroad. Be sure to account for the 90 copies in your application budget. See "Note on Publications" on page 7.

Catalogue

This category is designed to support the cataloguing of permanent collections primarily of artistic significance. Works to be catalogued must be wholly owned by the applicant institution. Grants are available for:

- Documentation: Up to \$50,000 for research and documentation of uncatalogued or inadequately documented permanent collections, whether or not a publication will result. The services of an outside specialist may be included in your budget if appropriate.
- Preparation of Manuscript: Up to \$75,000 for research and preparation of catalogue copy for publication. The services of an outside specialist may be included in your budget if appropriate.
- Publication: Up to \$75,000 for the publication of catalogues, handbooks, or brochures related to permanent collections. Applicants should indicate readiness of manuscript for publication.

Applicants seeking support for the production of a catalogue of the permanent collection should request aid either for preparation of manuscript or for publication, but not for both. Applicants may apply for publication support in a subsequent year, whether or not funding is received for research. Generally, no more than one grant will be awarded for the research phase, and no more than one grant will be awarded for publication.

Applicants seeking support under Presentation of Collections should include costs of accompanying catalogues in those applications. Applicants seeking support for catalogues to accompany special exhibitions should apply under Special Exhibitions (see page 22).

Eligibility

See "Eligibility Requirements/Organizations" on page 4.

To be eligible for support, former grantees must have submitted required Final Reports for all completed Museum Program grants since (and including) Fiscal Year 1984.

Grant Amounts and Matching Requirements

Grant requests of up to \$50,000 for Documentation and up to \$75,000 for Preparation of Manuscript or Publication will be considered.

Grant awards of \$50,000 or less require at least a 1:1 match, and grant awards of more than \$50,000 require at least a 2:1 match. The minimum grant generally will not be less than \$5,000.

Review Criteria

- Artistic significance of the collection to be catalogued.
- Qualifications of personnel involved with the project.
- Potential effectiveness of publication on targeted audience(s).
- Appropriateness of proposed budget.
- Other criteria outlined under “Review Criteria” on page 6.

Period of Support and Deadline Dates

A grant period of up to two years is allowed. The period of support should allow sufficient time to plan, execute, and close out the project. See the Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Include in your application package:

1. **Three copies** of the completed Catalogue Supplementary Information Sheet on page 47.
2. A checklist or representative listing of the collection to be catalogued.
3. Representative slides or other visual material.
4. Existing catalogues of all or part of the collection involved.
5. Sample entries and brief outline and/or table of contents.
6. A brief interim narrative report, if you have received a Catalogue grant which is still under way.

See also “How to Apply” on page 5.

If you receive a grant that includes support for publication, you must provide 90 copies of any published catalogue to the U.S. Information Agency for distribution to its libraries abroad. Be sure to account for the 90 copies in your application budget. See “Note on Publications” on page 7.

Special Artistic Initiatives

This category is designed to support significant long-term programming by museums. The intent is to encourage a carefully coordinated sequence of programs which would allow a museum to strengthen its artistic focus and reaffirm or redefine its mission and direction. These projects could include special exhibitions, reinstallations and exhibitions from the permanent collection, educational programs, publications, and interdisciplinary projects. These programs and exhibitions should be primarily concerned with the use and interpretation of the permanent collection.

Grants may be used for:

- Planning and organizing a series of special exhibitions, exhibitions primarily from the permanent collection, and/or reinstallations of the permanent collection, conceived within a larger unifying framework.
- Publications, media productions, and education programs.
- Projects that involve more than one art form, particularly where performing arts and artists are integrated into the visual exhibitions.

Eligibility

This category is available only to museums which meet the legal requirements on page 26.

To be eligible for support, former grantees must have submitted required Final Reports for all completed Museum Program grants since (and including) Fiscal Year 1984.

Projects funded under this category are not eligible for funding under other categories in the Museum Program.

Grant Amounts and Matching Requirements

Planning and implementation grants will be available. Planning grants will range from \$15,000 to \$25,000 and require at least a 1:1 match. Implementation grants will range from \$50,000 to \$250,000 and will require at least a 2:1 match.

Review Criteria

- Quality and significance of art and ideas involved.
- Degree to which the projects are conceived within a larger art historical and intellectual framework and are coherently linked.
- Degree to which projects will help the museum focus attention on its unique resources and on the particular assets of its community.
- Long-term goals museum hopes to achieve through this initiative.
- Qualifications of personnel engaged in projects.
- Appropriateness of proposed budget.
- Other criteria outlined under "Review Criteria" on page 6.

Special Application Requirements

See "How to Apply" on page 5. In addition, your application package must include the following:

1. A narrative proposal not to exceed five pages. The narrative should refer to the entire span of the grant period and outline in detail the various projects that comprise the artistic initiative. The narrative should also address the first four review criteria listed above.
2. List of key staff and consultants involved in planning and implementation of projects. Attach brief biographies or resumes.

Special Application Requirements,
continued

3. Time-line for planning and implementation of proposed projects and detailed estimates of budget. Indicate anticipated sources of matching funds.
4. A one-page letter from the Chairman of the Board stating that the proposal has been reviewed by the Board, and that the plans contained in it have been approved through formal board action.
5. Include in your application package representative slides or other visual material of works to be included in the projects. Also include representative examples of recent publications.

Museums interested in applying under this category should contact the Museum Program (202/682-5442) before applying.

Period of Support
and Deadline Dates

Applicants are expected to spend the first eight months of the grant period in planning and organization. The subsequent projects should be scheduled over a period of at least two years. Please allow sufficient time to plan, execute, and close out the project. The application deadline is April 4, 1988.

Care of Collections

Conservation

This category is designed to help museums conserve collections primarily of artistic significance. Works undergoing conservation treatment must be wholly owned by the applicant institution. All grants must be matched at least 1:1. Grants are available for:

- Conservation Planning: Up to \$10,000 to help museums and other organizations plan conservation programs or plan specific treatments of collections.

Applicants must complete the Conservation Planning Supplementary Information Sheet on page 51.

The minimum grant generally will not be less than \$2,500.

- Conservation of Collections: Up to \$25,000 for:

—Treatment projects executed within a museum's own conservation facilities or by an outside facility.

—The purchase of major equipment for a conservation laboratory at a museum or regional conservation center. Equipment costs are the only allowable expense in equipment purchase applications.

Each institution may submit no more than one application for treatment and one for equipment purchase under this deadline. Applications for treatment and for equipment purchase should be submitted on separate application forms.

Applicants must complete the Conservation of Collections Supplementary Information Sheet on page 49. Also note the condition/treatment report that must accompany these applications.

The minimum grant generally will not be less than \$2,500.

- Conservation Training: Institutions may request:

—Up to \$100,000 for student stipends at existing university-based training centers.

—Up to \$40,000 for master-apprentice internship programs, generally of at least one-year duration.

—Up to \$150,000 to support new or existing professional training programs for the conservation of ethnographic or archaeological works of art.

—Up to \$20,000 for seminars and workshops to familiarize museum professionals with current methods used in the handling, packing, examination, conservation, and stabilization of works of art.

Individuals are not eligible in this category.

Applicants must complete the Conservation Training Supplementary Information Sheet on page 53.

The minimum grant generally will not be less than \$2,500.

Eligibility

See "Eligibility Requirements/Organizations" on page 4.

To be eligible for support, former grantees must have submitted required Final Reports on all completed Museum Program grants since (and including) Fiscal Year 1984.

(Continued on next page)

- Artistic significance of the works to be treated or surveyed.
- Urgency of need for treatment.
- For treatment projects, appropriateness of proposed treatment for the condition of works to be treated.
- Qualifications of personnel involved with the project.
- Institution's ongoing commitment to proper care of collections.
- For equipment purchase requests, potential impact of the equipment in addressing conservation needs of the applicant.
- For training centers, curriculum and applicability of skills learned.
- For master-apprentice internships, degree to which the program is designed to be a meaningful training experience rather than a means of providing the institution with additional staff support.
- Appropriateness of proposed budget.
- Other criteria under "Review Criteria" on page 6.

Period of Support and Deadline Dates

A grant period of up to two years is allowed. Please allow sufficient time to plan, execute, and close out the project. See the Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Include in your application package **three copies** of the appropriate Conservation Supplementary Information Sheets as noted above, with the exception of the Treatment Reports, of which only one copy is required.

Conservation Planning applicants should submit a checklist or representative listing of works in the collection and one set of photographs/slides of representative works in the collection.

See also "How to Apply" on page 5.

Collection Maintenance

This category is designed to help museums preserve collections primarily of artistic significance through solving problems in the areas of climate control, security, and storage. Grants are available for two types of projects:

- Surveys: Up to \$15,000 for surveys identifying problems and recommending solutions, including a specific renovation plan and cost estimates. Grant awards must be matched at least 1:1. The minimum grant generally will not be less than \$2,500.
- Implementation: Up to \$200,000 for renovation projects for which careful plans and cost estimates have been developed. Grant awards of \$50,000 or less require at least 1:1 match; grant awards between \$50,000 and \$100,000 require a 2:1 match; and grant awards of \$100,000 or more require a 3:1 match. (See also page 27 for information on the Treasury Fund.) The minimum grant generally will not be less than \$5,000.

Grants in this category are not awarded for new construction or for collection maintenance projects in newly acquired facilities.

Renovation of galleries may be supported only when directly related to climate control, security systems, or storage facilities.

Eligibility

See "Eligibility Requirements/Organizations" on page 4.

To be eligible for support, former grantees must have submitted required Final Reports on all completed Museum Program grants since (and including) Fiscal Year 1984.

Museums applying for Implementation grants must have fully developed plans and cost estimates at the time of application.

Collection Maintenance,
continued
Review Criteria

In reviewing applications, panelists consider:

- Artistic significance of the collection to be affected.
- Urgency of need for proposed project.
- Qualifications of personnel responsible for the survey or implementation.
- Effectiveness of proposed plans on long-range preservation of collections.
- Appropriateness of proposed budget.
- Other criteria outlined under "Review Criteria" on page 6.
- Relationship of project to Challenge grant or application, if relevant.

Period of Support
and Deadline Dates

A grant period of up to one year is allowed for survey projects. A grant period of up to two years is allowed for implementation projects. Please allow sufficient time to plan, execute, and close out the project. See the Application Calendar inside the front cover of the guidelines.

Special Application Requirements

Include in your application package:

1. **Three copies** of the completed Collection Maintenance Supplementary Information Sheet on page 55.
2. One copy of:
 - a) Estimates for survey projects.
 - b) Completed surveys and bids or estimates for implementation projects.
3. Applicants with previously funded Collection Maintenance projects still under way must submit a brief interim narrative report.
4. For applicants who have received a Challenge grant for capital improvements within the past two years or plan to apply in the current year for such a grant, a statement as to why a Collection Maintenance grant, if awarded, would not constitute an overlap in funding.

See also "How to Apply" on page 5.

Museum Purchase Plan

This category is designed to encourage museums to build and expand their permanent collections through the purchase of works by living American artists. Grants help museums:

- Develop their permanent collections of contemporary American art.
- Raise new funds for acquisitions.
- Increase public awareness of contemporary American art.
- Support the work of living American artists.

Grant and matching funds must be used to purchase two or more works by living American artists. No other costs are allowable. Works may be in any medium.

No work of art purchased with Arts Endowment funds may be de-accessioned or otherwise disposed of during the lifetime of the artist without the artist's consent.

Eligibility

To be eligible for support, former grantees must have submitted required Final Reports for all completed Museum Program grants since (and including) Fiscal Year 1984.

Museums may submit only one application under this deadline.

Grant Amounts and Matching Requirements

Grants of \$5,000, \$10,000, \$15,000, \$20,000, and \$25,000 are available. A museum must match its grant at least dollar-for-dollar with new money raised specifically for the acquisitions mentioned in its application. This money must be raised after the application is submitted. Funds raised from the de-accessioning of works are not eligible as matching monies.

Review Criteria

In reviewing applications, panelists consider:

- Appropriateness of proposed purchases to museum's long-term goals for strengthening its permanent collections of contemporary American art.
- Museum's ongoing commitment to the presentation and interpretation of contemporary American art.
- Qualifications of personnel responsible for selecting the works to be purchased.

Period of Support

The grant period for this category will be April 1, 1988 to March 31, 1989.

Deadline and Announcement Dates

Applications must be postmarked no later than October 15, 1987. Notices of approval or rejection will not be sent before March 1988.

Special Application Requirements

Identify possible sources of new funds in your application.

Complete the Museum Purchase Plan Supplementary Information Sheet (page 57) and return it in triplicate with the application form.

Enclose slides of proposed acquisitions or representative slides of work by artists under consideration, if known.

22 Special Exhibitions

This category is designed to help museums and other organizations develop, tour, or participate in exhibitions of borrowed works primarily of artistic significance. Grants may be used to pay for:

- Planning and organizing an exhibition.
- Services of an outside specialist.
- Shipping, insurance, and related costs.
- Installation.
- Catalogues.
- Documentation.
- Related events such as education programs, performing arts activities, and film and lecture series.
- Publicity.
- Regional touring of exhibitions by regional arts organizations and service organizations.

Organizations may submit more than one application in this category.

Organizations requesting funds to borrow exhibitions may not include rental fees in their applications if the exhibition was initially funded by the Arts Endowment. Grants may be used to pay for transportation, installation, and related events.

Exhibitions of privately owned collections generally will not be funded, nor will exhibitions that include works by the exhibition's curator, organizers, or applicant's staff, paid or unpaid. Grants may not be used to pay for opening receptions.

Applications to organize temporary exhibitions of permanent collections or long-term loans of collections (and accompanying catalogues) should be submitted under Presentation of Collections/Collection Sharing (see page 12.)

Eligibility

To be eligible for support, former grantees must have submitted required Final Reports for completed Museum Program grants since (and including) Fiscal Year 1984.

Grant Amounts and Matching Requirements

There is no grant maximum for organizing an exhibition. Grants of up to \$20,000 are available to help institutions borrow exhibitions.

Grant awards of \$50,000 or less require at least a 1:1 match; grant awards between \$50,000 and \$100,000 require a 2:1 match; and grant awards of \$100,000 or more require a 3:1 match. (See also page 27 for information on the Treasury Fund.) The minimum grant generally will not be less than \$5,000.

Review Criteria

In reviewing applications, panelists consider:

- Works of art to be included in the exhibition.
- Significance of the exhibition.
- Degree to which exhibition deals with art that is not usually seen or, especially in the case of borrowed exhibitions, audiences that are not usually reached.
- Qualifications of personnel involved with the project.
- Appropriateness of proposed budget.
- Suitability and usefulness of any accompanying publication.
- Appropriateness of the exhibition to the applicant's goals and activities.
- Other criteria outlined under "Review Criteria" on page 6.

Period of Support and Deadline Dates

A grant period of more than one year is allowed. The period of support should span the amount of time necessary to plan, execute, and close out the project. See the Application Calendar inside the front cover of these guidelines.

1. **Three copies** of the completed Special Exhibitions Supplementary Information Sheet on pages 59-62.
2. Representative slides of works to be included in the exhibition. Please label them with captions and the name of your institution.
3. Exhibition schedule for 1988-89, including exhibitions organized and borrowed, as far as known.
4. Two examples of catalogues produced by your museum during the past two years.

Please note: The budget breakdown must be completed on pages 2 and 3 of the application form. If the budget is lengthy and requires attached pages, it must nevertheless be summarized in the space provided on pages 2 and 3.

See also "How to Apply" on page 5.

If you receive a grant that includes support for catalogue publication, you must provide 90 copies of the catalogue to the U.S. Information Agency for distribution to its libraries abroad. Be sure to account for the 90 copies in your application budget. See "Note on Publications" on page 7.

Note on Indemnification

The Arts and Artifacts Indemnity Act of 1975 (20 U.S.C. 971) authorizes Federal indemnification for international exhibitions. For guidelines and application information, contact:

Museum Program
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5442

Special Projects

This category is designed to respond to innovative and exemplary projects that will have a broad impact on the museum field and that are not eligible under the other categories described in these guidelines. Projects must be consistent with the policies of the Museum Program as outlined in the Introduction on page 4. Only a limited number of projects of national or regional significance will be supported.

Organizations interested in applying must contact the Museum Program (202/682-5442) before applying.

Other Programs of Interest

Overall information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, available from the Endowment's Public Information Office.

Those programs which may be of particular interest to individuals involved in the museum field are described briefly below. For further information, call the number provided or write:

(Appropriate Program Name)

National Endowment for the Arts
 Nancy Hanks Center
 1100 Pennsylvania Avenue, N.W.
 Washington, D.C. 20506

Dance

The Dance Program offers assistance to choreographers and to companies and organizations that present or serve dance. (202/682-5435)

Design Arts

The Design Arts Program supports a variety of projects in architecture; landscape architecture; urban design, historic preservation, and planning; interior design; graphic design; industrial design; and fashion design. The Program offers grants to organizations and individual fellowships. (202/682-5437)

Expansion Arts

The Expansion Arts Program supports professionally-directed organizations of high artistic quality which are deeply rooted in and reflective of the culture of a minority, inner-city, rural, or tribal community. (202/682-5443)

Folk Arts

The Folk Arts Program offers assistance for the presentation and documentation of traditional arts and artists. (202/682-5449)

Inter-Arts

The Inter-Arts Program provides support to arts institutions to commission and produce interdisciplinary collaborations between visual artists and artists of other disciplines. Support is also available for organizations which present multi-disciplinary arts series of national or regional significance on an on-going annual basis. Museums with programs eligible under these guidelines are encouraged to contact the Inter-Arts Program. (202/682-5444)

Literature

The Residencies for Writers category of the Literature Program offers assistance to projects presenting published fiction writers and poets in long- and short-term residencies. (202/682-5451)

Media Arts: Film/Radio/Television

The Media Arts Program offers assistance to individuals and nonprofit organizations involved in film, video, radio, and television. (202/682-5452)

Music

The Music Program offers assistance to nonprofit organizations which present chamber music/new music, chorus, jazz, solo recitalists, and orchestras. (202/682-5445)

Opera-Musical Theater

The Opera-Musical Theater Program assists the production of opera and musical theater, the development and performance of new or seldom-produced works, and the broadening of audiences through touring. (202/682-5447)

Theater

The Theater Program assists professional theater companies, professional theater training, playwrights, mimes, and professional theater presenters. (202/682-5425)

The Visual Arts Program offers fellowships to professional artists working in a wide range of media. Support is also available for visual artists organizations—originated by or for artists or to further their interests—and for forums, including short-term residencies, seminars, workshops, and publications. The Visual Arts Program's Art in Public Places category also offers grants to governmental and private nonprofit organizations to plan, commission, and install contemporary art in public places. (202/682-5448)

Challenge Grants

Challenge Grants are designed to help arts institutions broaden the base and increase the level of contributed support from nonfederal sources. Organizations receiving Challenge Grants must match every Federal dollar with at least three dollars from other sources. Matching funds must be from new sources or represent increased giving from former donors. Applicants are expected to have comprehensive, long-range institutional development plans and fundraising strategies at the time of application. (202/682-5436)

Office for Special Constituencies

The Office of Special Constituencies assists individuals and organizations in making arts activities accessible to older adults, disabled people, and those in institutions. You may contact the Office (202/682-5531 or 202/682-5496 Voice/TDD) for assistance and materials, including examples of how arts groups make their programs available to special constituencies, and model project guidelines. Copies of The Arts and 504 (a how-to handbook for making the arts accessible to disabled people) may be obtained from the Government Printing Office, Superintendent of Documents, Washington, D.C. 20402, for \$3.75 each (specify stock number 036-000-00047-3).

**National Endowment
Arts Management Fellowships**

The National Endowment Arts Management Fellowships bring arts administrators to the Endowment's offices in Washington, D.C. Participants work as members of the Endowment staff and attend seminars and meetings with arts leaders. (202/682-5786)

International Exchange Fellowships

Five fellowships for work and study in Japan are awarded each year to American artists in various disciplines. Fellowships are awarded to outstanding mid-career practicing artists who show promise of becoming leaders in their field. They cover six-to-nine months residencies in Japan. (202/682-5562)

Up to ten fellowships for work and study in France are awarded each year to American artists in various disciplines and to art museum curators. Fellowships are awarded to outstanding mid-career professionals. They cover residencies of up to one year in France. (202/682-5562)

**Other Federal Programs for
Museums**

Institute of Museum Services
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/786-0539

National Endowment for the Humanities
Division of General Programs
Museums and Historical Organizations Program
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/786-0284

National Museum Act
Smithsonian Institution
Washington, D.C. 20560
202/357-2257

Application Information for Organizations

Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax-exempt.¹ Organizations qualifying for this status must meet the following criteria:
 - (1) No part of net earnings may benefit a private stockholder or individual.
 - (2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of either state or local government must be submitted with each application.
- Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and, where applicable, Title IX of the Education Amendments of 1972. Title VI, Section 504, and the Age Discrimination Act bar discrimination on the basis of race, color, national origin, personal handicap, or age in Federally assisted projects. Title IX prohibits discrimination on the basis of sex in Federally assisted education programs and activities. You must file an "Assurance of Compliance" form with the Grants Office of the National Endowment for the Arts. A form is provided at the back of these guidelines.
- Compensate professional personnel, laborers, and mechanics on Arts Endowment supported projects at no less than prevailing minimum compensation as defined by the Secretary of Labor in parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations. A copy of part 505 is available from the Endowment's Grants Office upon request.

¹Generally speaking, in American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, U.S. tax laws have an application similar to that in the United States. However, in the Commonwealth of Puerto Rico, owing to special income exemptions, the application differs. Nevertheless, in all these areas arts organizations should be aware of their need to obtain tax-exempt status in order to qualify for Endowment support. Applications and inquiries concerning this matter may be made to the Internal Revenue Service's Exempt Organization Office, 31 Hopkins Plaza, Baltimore, Maryland 21201.

To Help Us Gather Information

In connection with Title VI of the Civil Rights Act of 1964¹ the National Endowment for the Arts is seeking pertinent information and thoughtful advice concerning minority² participation in the arts. As part of this effort, we are requesting information from applicant organizations regarding minority involvement at the artistic, administrative, board, and audience/participant level. Specifically, we would be interested in learning about the racial and ethnic composition of communities served by your organization, special programs and services provided to those communities, and the present or proposed membership in any planning or advisory body connected with your organization. In addition, we welcome any ideas or suggestions which might assist efforts to strengthen and expand minority participation in the arts at all levels.

¹Title VI provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

²"Minority" here includes American Indian or Alaskan Native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; other ethnic group.

Program Funds

Two types of grant funds are available to organizations applying under these guidelines: Program Funds and Treasury Funds. They are both explained below.

Treasury Funds

Program Fund grants to organizations usually must be matched at least one-to-one by nonfederal funds. (Please refer to each category for special matching requirements.) Applicants must show (in Section X of the Organization Grant Application Form) that at least half the cost of the project will be met by the applicant. Anticipated sources of matching funds must be identified. Budgeted funds, as well as newly raised funds, generally may be used to match the Endowment grant.

Treasury Fund grants, designed to help applicants increase or sustain nonfederal contributions, generally must be matched with at least three nonfederal dollars for each Federal dollar. They are not available for projects or in amounts different from those specified in the regular guidelines.

Organizations applying for a Treasury Fund grant should so indicate in Section VII of the Organization Grant Application Form. The process of applying for and receiving Treasury Fund grants is similar to that for Program Fund grants. The amount requested from the Endowment, however, may not exceed 25% of the total project cost.

The release of Federal funds is contingent upon the following: an applicant's securing and documenting for the Endowment, pledges and/or private donations at least equal to the amount of Federal funds; and the approval by the Endowment of this documentation. This is referred to as the first match. The remaining minimum project cost (at least double the Federal monies) must be met with additional matching funds secured by the grantee organization.

For example:

| | |
|----------------------------------|----------|
| Endowment grant | \$20,000 |
| First match by applicant | \$20,000 |
| Additional matching by applicant | \$40,000 |
| Minimum project cost | \$80,000 |

Organizations interested in applying for a Treasury Fund grant are urged to contact the Program before applying.

**Instructions for Completing
Organization Grant Application
Form NEA-3 (Rev.)**

These instructions are keyed to the numbered sections of the application form found immediately following.

I. **Applicant organization.** The name as provided here must be identical to that in the IRS determination letter for tax-exempt status or in the official document identifying the organization as a unit of either state or local government. Please note that a copy of the IRS determination letter is required as part of your application package (see "How to Apply" on page 5).

II. **Category under which support is requested.** Please indicate the appropriate category:

| | |
|------------------------------|------------------------|
| Museum Training | Collection Maintenance |
| Presentation and Education | Museum Purchase Plan |
| Catalogue | Special Exhibitions |
| Special Artistic Initiatives | Special Projects |
| Conservation | |

III. **Period of support requested** is the span of time necessary to plan, execute, and close out the proposed project.

IV. **Summary of project description.** Use only the space provided to specify clearly the nature and significance of the project and the purpose for which the funds are requested. The opening sentence should succinctly describe the project. Use standard size type; do not photoreduce.

V. **Estimated number of persons expected to benefit from this project** is the total audience members, participants, students, or others (excluding employees and performers) who are anticipated to benefit directly.

VI. **Summary of estimated costs** is a recapitulation of direct costs as shown on the second and third pages of the application form. See instruction IX for further explanation.

VII. **Total amount requested from the National Endowment for the Arts.** The amount requested should be rounded to the nearest \$100. As these are matching grants, the amount shown here should not be more than 50% of the Total Project Costs in Section VI. Please refer to each category for special matching requirements.

If the application is for a Treasury Fund grant, the amount shown here should not be more than 25% of the Total Project Costs. Treasury Fund applicants should read carefully the information on page 27.

This total amount requested from the Endowment should, when added to the total cited in Section X ("Total Contributions, Grants, and Revenues"), equal the total cost of the project.

VIII. **Organization total fiscal activity.**

A. **Expenses** should include Arts Endowment projects funded and anticipated.

B. **Revenues, grants & contributions** should include Endowment grants received and anticipated.

Units of larger organizations, such as university museums, should show the fiscal activity of the unit only and not that of the parent organization.

IX. **Budget breakdown of summary of estimated costs.**

A. **Direct costs** are those which can be specifically identified with the project.

1. **Salaries and wages** must be estimated at rates no less than the prevailing minimum compensation as set out in the Code of Federal Regulations. See page 26. Fringe benefits may be included here only if not included as indirect costs.

2. **Supplies and materials** include consumable supplies, raw materials for the fabrication of project items, and items costing less than \$500 with an estimated useful life of less than three years.
3. **Travel** must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and all travelers use transportation costing no more than air coach accommodations. Foreign travel, if any is intended, must be specified in this section.
4. **Permanent equipment** includes purchased equipment costing \$500 or more with an estimated useful life of three or more years. Written justification should include a brief description of the items. The Endowment has a general policy against support of capital improvements and major construction.
5. **Other** includes consultant and artist fees, honoraria, contractual services, rental of space or equipment, postage, photocopying, telephone, and transportation of items other than personnel. With consultant and artist fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee, rate, or amount of each. For films, catalogues, and other major expenses, provide a breakdown of costs. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.

B. Indirect costs are those costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Audit Office, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506, or another Federal agency. A copy of the agreement must accompany the application.

X. **Contributions, grants, and revenues.** The Arts Endowment generally requires each applicant to obtain at least half the total cost of each project from nonfederal sources. Specify all sources of matching funds. Funds from other Federal agencies that also fund museums may not be used to match Arts Endowment Museum Program grants.

A. Contributions:

1. **Cash** donations anticipated for the project, and
2. **In-kind contributions** at the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions must also be reflected in the total project cost.

B. Grants include all or a pro rata share of anticipated grants either wholly or partially restricted for use on this project. (Do not include the grant requested by this application or any other Arts Endowment grant, whether anticipated or received.) A grant is generally characterized by written authority to spend up to a specified amount of money for a specified purpose.

C. Revenues include all other earned funds, regardless of source, expected to be used on this project.

XI. **State Arts Agency notification.** The Endowment urges each applicant to advise his or her state arts agency that this application is being made.

XII. **Application to Other Federal Funding Sources.** Indicate any Federal sources to which you have applied or intend to apply for support of the project or program outlined in your application.

XIII. **Certification.** The application must be signed by an official of the applicant organization with legal authority to obligate the organization.

Museum
Program

Organization Grant Application Form NEA-3 (Rev.)

Applications must be submitted in triplicate and mailed to: Grants Office/MM, 8th floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506.

| | | |
|--|--|---|
| I. Applicant Organization (name, address, zip) | II. Category under which support is requested: | III. Period of support requested: Starting _____ month day year Ending _____ month day year |
|--|--|---|

IV. Summary of project description. (Complete in space provided. DO NOT continue on additional pages or photoreduce.)

V. Estimated number of persons expected to benefit from this project.

| | | |
|---|--|--|
| VI. Summary of estimated costs (Recapitulation of budget items in Section IX) | | Total costs of project (rounded to nearest hundred dollars) |
| A. Direct costs | | |
| Salaries and wages | | \$ _____ |
| Fringe benefits | | \$ _____ |
| Supplies and materials | | \$ _____ |
| Travel | | \$ _____ |
| Permanent equipment | | \$ _____ |
| Other | | \$ _____ |
| | | Total direct costs \$ _____ |
| B. Indirect costs | | |
| | | Total project costs \$ _____ |

| | |
|--|----------|
| VII. Total amount requested from the National Endowment for the Arts | \$ _____ |
| NOTE: This amount (Amount requested): | \$ _____ |
| PLUS Total contributions, grants, and revenues (X., page 3): | + _____ |
| MUST EQUAL Total project costs (VI. above): | = _____ |

| | | |
|--|---------------------------------------|--|
| VIII. Organizational total fiscal activity | Most recently completed fiscal period | Estimated for fiscal year relating to grant period |
| A. Expenses | 1. \$ _____ | 2. \$ _____ |
| B. Revenues, grants, & contributions | 1. \$ _____ | 2. \$ _____ |

2

B. indirect costs

Rate established by attached rate negotiation agreement with
National Endowment for the Arts or another Federal agency

X. Contributions, grants, and revenues (for this project)

A. Contributions

2. in-kind contributions (list each major item)

Total contributions \$

B. Grants (do not list anticipated grant from the Arts Endowment)

| | | | |
|--|--|--------------|----|
| | | | \$ |
| | | Total grants | \$ |

C. Revenues

| | \$ |
|--|----|
| Total revenues | \$ |
| Total contributions, grants, and revenues for this project | \$ |
| | \$ |

Have you done so? _____ Yes _____ No _____

XII. To what other Federal funding sources (including Arts Endowment) have you applied to since October 1, 1985, or do you intend to apply this year or next, for support of this project or program?

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Authorizing official(s)

Knowledge.

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

XIII. Certification

Project director

Name (print or type)

Title (print or type)

Telephone (area code)

Name (print or type)

Title (print or type)

Telephone (area code)

Name (print or type)

Title (print or type)

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Privacy Act
Information:
The Endowment is authorized to solicit the requested information by Section 5
of the National Foundation on the Arts and Humanities Act of 1965, as
amended. The information is used for grant processing, statistical research,
analyses of trends, and for congressional oversight, hearings, statistical research,
and for congressional over-sight hearings. Failure to provide

the requested information could result in rejection of your application.

APPENDIX
FOR ALL MATERIALS TO BE INCLUDED IN YOUR
APPLICATION REQUIREMENTS FOR YOUR CATEGORY
SECTION ON PAGE 5 AND THE "SPECIAL"
BE SURE TO DOUBLE CHECK THE "HOW TO APPLY"

APPENDIX

Privacy Act

Museum
Program

Organization Grant Application Form NEA-3 (Rev.)

Applications must be submitted in triplicate and mailed to: Grants Office/MM, 8th floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506.

| | | |
|--|--|-----------------------------------|
| I. Applicant Organization (name, address, zip) | II. Category under which support is requested: | III. Period of support requested: |
| | | Starting month day year |
| | | Ending month day year |

IV. Summary of project description. (Complete in space provided. DO NOT continue on additional pages or photoreduce.)

V. Estimated number of persons expected to benefit from this project.

| | | |
|---|--|---|
| VI. Summary of estimated costs (Recapitulation of budget items in Section IX) | | Total costs of project (rounded to nearest hundred dollars) |
| A. Direct costs | | |
| Salaries and wages | | \$ _____ |
| Fringe benefits | | \$ _____ |
| Supplies and materials | | \$ _____ |
| Travel | | \$ _____ |
| Permanent equipment | | \$ _____ |
| Other | | \$ _____ |
| | | Total direct costs \$ _____ |
| B. Indirect costs | | \$ _____ |
| | | Total project costs \$ _____ |

| | |
|--|----------|
| VII. Total amount requested from the National Endowment for the Arts | \$ _____ |
| NOTE: This amount (Amount requested): | \$ _____ |
| PLUS Total contributions, grants, and revenues (X., page 3): | + _____ |
| MUST EQUAL Total project costs (VI. above): | = _____ |

| | | |
|--|---------------------------------------|--|
| VIII. Organizational total fiscal activity | Most recently completed fiscal period | Estimated for fiscal year relating to grant period |
| A. Expenses | 1. \$ _____ | 2. \$ _____ |
| B. Revenues, grants, & contributions | 1. \$ _____ | 2. \$ _____ |

| A. Direct costs | | IX. Budget breakdown of summary of estimated costs | | | | |
|---|---------------------|--|-----------------------------------|---------------------|-----------------------------|--|
| 1. Salaries and wages | | | | | | |
| Title and/or type | Number of personnel | Annual or average salary range | % of time devoted to this project | Amount of personnel | | |
| 2. Supplies and materials (list each major type separately) | | | | | | |
| Amount | | Total supplies and materials | \$ | No. of travelers | Transportation of personnel | |
| 3. Travel | | | | | | |
| Amount | | from | to | No. of travelers | Transportation of personnel | |
| 4. Subsistence | | | | | | |
| Amount | | Total transportation of personnel | \$ | No. of travelers | Subsistence | |
| 5. Equipment | | | | | | |
| Amount | | Total subsistence | \$ | Total travel | Total subsistence | |

IX. Budget breakdown of summary of estimated costs (continued)**3****4. Permanent equipment**

| | Amount |
|---------------------------|--------|
| | \$ |
| Total permanent equipment | \$ |

5. Other (list each item separately)

| | Amount |
|----------------------|--------|
| | \$ |
| Total fees and other | \$ |

B. Indirect costs

Rate established by attached rate negotiation agreement with
National Endowment for the Arts or another Federal agency

Rate % Base \$

X. Contributions, grants, and revenues (for this project)**A. Contributions****1. Cash**

| | Amount |
|---------------------|--------|
| | \$ |
| Total contributions | \$ |

2. In-kind contributions (list each major item)

| | Amount |
|---------------------|--------|
| | \$ |
| Total contributions | \$ |

B. Grants (do not list anticipated grant from the Arts Endowment)

| | Amount |
|--------------|--------|
| | \$ |
| Total grants | \$ |

C. Revenues

| | Amount |
|----------------|--------|
| | \$ |
| Total revenues | \$ |

Total contributions, grants, and revenues for this project

\$

| | |
|---|--|
| <p>XI. State Arts Agency notification</p> <p>The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.</p> <p>Have you done so? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no</p> <p>XII. To what other Federal funding sources (including Arts Endowment) have you applied to since October 1, 1985, or do you intend to apply this year or next, for support of this project or program?</p> <p>We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.</p> <p>XIII. Certification</p> <p>Authorizing official(s)</p> <p>Signature _____ Date Signed _____</p> <p>Telephone (area code) _____ Title (print or type) _____ Name (print or type) _____ Signature _____ Date Signed _____</p> <p>Project director</p> <p>Signature _____ Date Signed _____</p> <p>Telephone (area code) _____ Title (print or type) _____ Name (print or type) _____ Signature _____ Date Signed _____</p> <p>Payer (to whom grant payments will be sent if other than authorizing official)</p> <p>Signature _____ Date Signed _____</p> <p>Telephone (area code) _____ Title (print or type) _____ Name (print or type) _____ Signature _____ Date Signed _____</p> <p>BE SURE TO DOUBLE CHECK THE "HOW TO APPLY"</p> <p>SECTION ON PAGE 5 AND THE "SPECIAL" APPICATION REQUIREMENTS" FOR YOUR CATEGORY FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE.</p> <p>ALL ASPECTS OF THE GRANT AND THAT ALL REPORTS MUST BE SUBMITTED THROUGH THE GRANTEE.</p> <p>IF PAYMENT IS TO BE MADE TO ANYONE OTHER THAN THE GRANTEE, IT IS UNDERSTOOD THAT THE GRANTEE IS FINANCIALLY, ADMINISTRATIVELY, AND PROGRAMMATICALLY RESPONSIBLE FOR ALL ASPECTS OF THE GRANT AND THAT ALL REPORTS MUST BE SUBMITTED THROUGH THE GRANTEE.</p> <p>BE SURE TO FOLLOW THE FOLLOWING INFORMATION:</p> <p>PRIVACY ACT OF 1974 REQUIRES US TO FURNISH YOU WITH THE FOLLOWING</p> <p>OF THE NATIONAL FOUNDATION ON THE ARTS AND THE REQUESTED INFORMATION BY SECTION 5 AMENDED. THE INFORMATION IS USED FOR GRANT PROCESSING, STATISTICAL RESEARCH, ANALYSIS OF TRENDS, AND FOR CONGRESSIONAL OVERSIGHT HEARINGS. FAILURE TO PROVIDE THE REQUESTED INFORMATION COULD RESULT IN REJECTION OF YOUR APPLICATION.</p> | |
|---|--|



—(hereinafter called the “Applicant”)

Hereby Agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) as well as all regulations of the National Endowment for the Arts issued pursuant to these statutes. Title VI, Section 504, and the Age Discrimination Act prohibit discrimination on the basis of race, color, national origin, handicap, or age in any program or activity receiving Federal financial assistance. Title IX prohibits discrimination on the basis of sex in any education program receiving Federal financial assistance. The Applicant **Hereby Gives Assurance** that it immediately will take any measures necessary to comply.

This assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this assurance shall obligate the Applicant or any transferee for as long as the property or structure is used for the grant or similar purposes.

This assurance is given in connection with any and all financial assistance from the Endowment after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears below.

Applicant

Applicant's mailing address

By (President, Chairman of the Board, or comparable authorized official)

Dated

Assurance Explanation

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides for nondiscrimination in Federally assisted programs on the basis of handicap. The Age Discrimination Act of 1975 provides for nondiscrimination in Federally assisted programs or activities on the basis of age. Subject to certain exceptions, Title IX of the Education Amendments of 1972 prohibits the exclusion of persons on the basis of sex from any education program or activity receiving Federal financial assistance.

As a condition to approval of a grant, Arts Endowment regulations require all organizational applicants to execute the "Assurance of Compliance" form, whether or not a comparable form has been filed with another agency.

The Applicant referred to in the form is the organization itself, whose chief executive officer or comparable official should sign. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with other required materials to the Arts Endowment's Grants Office. It should be noted that signing this form indicates a commitment to comply with the three statutes referred to herein.

Museum Training/Formal Training Programs Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½" x 11") with this Sheet. See also "Special Application Requirements" on page 10.

Name of Applicant: _____

1. How many students are expected to participate in your program during the period for which Endowment support is being requested?

2. What is the teacher/student ratio?

3. Please describe the specific museum experience of the teacher(s) involved in your program and, if applicable, the degree to which professionals from cooperating museums participate in course planning and teaching. Resumes may also be enclosed.

4. Please indicate the required number of courses in art history in the training program and their relationship to the full curriculum.

5. Please describe any intern program or other on-the-job training included in your program.

6. Please provide a brief evaluation of the results of this program to date, including, if applicable, a list of museum positions currently held by members of the three most recent graduating classes.

Museum Training/Internships and Apprenticeships Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½" x 11") with this Sheet.

Name of Applicant: _____

1. Please describe any previous internship (or apprenticeship) programs or projects your museum has had.

2. How will the interns (or apprentices) be recruited?

3. Please describe the activities in which the interns (or apprentices) will be involved. Be specific.

4. How much supervision will the interns (or apprentices) receive, and by whom? How will they be evaluated?

Presentation of Collections Supplementary Information Sheet

NOTE: This one sheet is to be used by applicants for Presentation of Collections projects and for catalogues planned in conjunction with these projects. See also "Special Application Requirements" on page 14.

Please complete this form and return it in triplicate with your application.

Name of Applicant: _____

1. Please provide title of reinstallation/exhibition (if known) and projected dates.

2. Please describe the need for this project and explain how this program complements the goals of your institution.

3. Has the collection ever been exhibited? If so, when and under what circumstances?

4. Explain how the collection will be presented in a more effective way.

Presentation of Collections Supplementary Information Sheet (continued)

5. Please describe any special methods that will be employed to enhance public response to the reinstallation/exhibition.

6. In the space below, please describe the qualifications of the individual(s) who will be responsible for this project. Resumes may also be enclosed. If there is a publication planned, please describe qualifications of authors.

7. Please describe any similar projects the museum has previously undertaken. (Indicate whether or not funded by the Arts Endowment.)

8. If this request is for touring a portion of your permanent collection, please indicate the exhibitors and their degree of commitment. How will costs be shared by participating museums?

9. If the exhibition will be available on a rental basis, what will the cost be: (a) if this exhibition is assisted by the Arts Endowment? (b) if it is not assisted by the Arts Endowment?

10. If a publication is planned, how will it be distributed? Who will hold copyright? What audience is it intended for?

| | | |
|--|--|----------|
| 11. Publication format, costs, and revenues: | Translation costs | \$ _____ |
| Is acid-free paper stock to be used? | Total cost | \$ _____ |
| Total number of pages | Unit cost | \$ _____ |
| Black/white illustrations | Sales price | \$ _____ |
| Color plates | Anticipated revenues from publication sales | \$ _____ |
| Total run | | |

Education Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. See also "Special Application Requirements" on page 14.

Name of Applicant: _____

1. Please describe the need for this project, how it complements the goals of your institution, and how it relates to the overall objectives of your Education Program.
2. In the space below, please describe the qualifications of the individual(s) who will be responsible for this project. Resumes may also be enclosed.
3. Please describe any similar projects the museum has previously undertaken. (Indicate whether or not funded by the Arts Endowment.)
4. Whom is this project intended to serve?

Education Supplementary Information Sheet (continued)

5. Please describe the various components of the project and how they will be presented and made available to the targeted audience.

6. Will fees be charged for the services to be provided? If so, on what basis?

7. How will the success of this project be evaluated? If it is an existing program, how has it been evaluated in the past? Describe the results.

Catalogue Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. See also "Special Application Requirements" on page 15.

Name of Applicant: _____

1. Please describe the need for this project, how it complements the goals of your institution, and whether or not the collection has ever been exhibited and/or catalogued.

2. In the space below, please describe the qualifications of the individual(s) who will be responsible for this project. Resumes may also be enclosed.

3. Please describe how far the research and the writing of the manuscript have progressed and when you expect the manuscript to be completed.

Catalogue Supplementary Information Sheet (continued)

4. Please describe any similar projects the museum has previously undertaken. (Indicate whether or not funded by the Arts Endowment.)

5. For what audience is this catalogue intended?

6. Catalogue format, costs, and revenues:

Is acid-free paper stock to be used?

Total number of pages

Black/white illustrations

Color plates

Total run

Translation costs

\$ _____

Total cost

\$ _____

Unit cost

\$ _____

Sales price

\$ _____

Anticipated revenues from
catalogue sales

\$ _____

7. How will the catalogue be distributed? Who will hold the copyright?

Conservation/Conservation of Collections Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. See also "Special Application Requirements" on page 19.

Name of Applicant: _____

1. How does this project fit into your institution's overall conservation needs? If you are requesting assistance for equipment purchase, how will this equipment help address these needs?
2. Where will the conservation work be done? Who will be responsible for it? Please describe his/her qualifications in the space below. A resume may also be enclosed.
3. How much have you spent over each of the past three years for conservation of the permanent collection? Describe special methods that might be employed to enhance public awareness of conservation through this project.
4. If you are applying for a treatment project, please submit a proposed treatment report on objects to be conserved. Such reports should include identification of the works, present condition, and proposed treatment. If this application is for treatment of a category of objects homogeneous in period or media, specific condition reports on each object need not be submitted. Such applications, however, must be accompanied by slides or photographs of representative works in the collection and a conservator's report on the group as a whole which includes a list of these objects in order of priority for treatment. A Treatment Report Form is on the reverse side of this sheet. You may use this form or provide the information requested in your own format. Treatment reports need not be submitted in triplicate.

Conservation/Conservation of Collections Treatment Report

Submit one copy of a treatment report for each object or group of objects to be considered. You may use the following form or submit the equivalent, as described in #4 on the preceding page.

Please have the following treatment report completed by a conservator. Use photocopies of this form for reports on each additional object. Photographs or slides of the objects must accompany your application.

Name of conservator: _____

Date of examination: _____

Artist: _____

Title of work: _____

Date: _____

Medium: _____

Dimensions: _____

Owner of work: _____

In the space provided, describe the condition of this work.

What is your proposed treatment? What materials/equipment are required?

Conservation/Conservation Planning Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. See also "Special Application Requirements" on page 19.

Name of Applicant: _____

1. Please provide the name of your institution's conservator/consultant and describe his/her qualifications in the space below. A resume may also be enclosed.

2. How much have you spent over each of the last three years for conservation of the permanent collection?

Conservation/Conservation Training Supplementary Information Sheet

Please complete this form and return it in triplicate with your application.

Name of Applicant: _____

1. How many students are expected to participate in your program during the period for which Endowment support is being requested?

2. Please describe your conservation facilities.

3. Please describe (or attach materials providing) the qualifications of the teaching staff.

4. Please use the reverse side of this sheet to provide information on the placement of graduates of this program.

Collection Maintenance Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. See also "Special Application Requirements" on page 20.

Name of Applicant: _____

1. Please describe the scope and significance of your institution's collection, or aspect(s) of the collection, to be affected by this project.

2. Who will be responsible for undertaking the survey or implementation? Please describe his/her qualifications in the space below. A resume may also be enclosed.

3. Describe the present condition of the facilities that will be renovated and the urgency to improve storage, security, and/or climate control.

Collection Maintenance Supplementary Information Sheet (continued)

4. For Implementation projects, summarize in the space provided the new equipment/systems to be installed and the scope of the renovation which will be undertaken to address the needs described in Item 3.

5. Please attach one copy of:

- a) estimates for Survey projects.
- b) completed surveys for Implementation projects.
- c) bids or estimates for Implementation projects.

Museum Purchase Plan Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½" x 11") with this Sheet. See also "Special Application Requirements" on page 21.

Name of Applicant: _____

1. Please describe specific works that might be acquired with the purchase funds. If you are unable to identify the works of art you might purchase, please describe the types of works under consideration and submit a brief list of artists you are considering.
2. Please describe your acquisition policy with regard to contemporary art and how these proposed acquisitions may help your institution meet long-term goals for developing specific areas of your collection.
3. What recent exhibitions of contemporary American art have been organized by your museum? Please send sample catalogues.

Museum Purchase Plan Supplementary Information Sheet (continued)

4. Please list a number of the more important works by contemporary American artists acquired by your museum within the last three years. Please indicate which were purchased, and which were acquired by other means (gift, bequest, etcetera).
5. Please describe plans for the future display of works to be purchased.
6. Who will be responsible for selecting works purchased under this plan? Please describe his/her qualifications in the space below.

Special Exhibitions Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. See also "Special Application Requirements" on page 23.

Name of Applicant: _____

1. Please provide the title and dates of the exhibition.

Title (Indicate if this is only a working title):

Projected exhibition dates:

2. How does this exhibition fit into your exhibition policies and direction? Why is it important that your institution organize or participate in it?

3. What contribution will this exhibition make to knowledge of the subject?

4. Who will organize the exhibition? In the space below, please describe briefly his/her qualifications as related to this exhibition. A resume may also be enclosed.

Special Exhibitions Supplementary Information Sheet (continued)

5. Please identify lenders and provide a checklist of works to be included or works that are being considered, and indicate the degree of commitment of lenders. Approximately how many works will be in the exhibition? Please submit representative slides with your application.

6. If the exhibition is to be circulated, please list exhibitors, their degree of commitment, and dates of tour as far as known. How will costs be shared by participating museums? If the exhibition is available on a rental basis, what will the fee be (a) if this exhibition is assisted by the Arts Endowment? (b) if it does not receive Arts Endowment assistance? If you are borrowing this exhibition, list costs such as rental fees to be paid to the institution organizing/touring the exhibition.

7. Please describe any special methods that will be employed to enhance public response to the exhibition, including education programs.

8. Please list all anticipated revenues from this exhibition. If some anticipated revenues will not be used to offset costs of this exhibition, please briefly explain why in the space below on the right.

Admission charges to exhibition

Catalogue sales/royalties

Rental fees from borrowing institutions

Other

Special Exhibitions Supplementary Information Sheet (continued)

Name of Applicant: _____

9. Exhibition publications:

a) What publications do you plan in conjunction with the exhibition and who will write them? (Please provide brief biographical information, if different from Question 4. A resume may also be enclosed.)

b) What other publications—catalogues, books, comprehensive articles—have been produced during the past few years on the same subject? If material has been published, in what ways will your publication differ?

c) What audience is the publication intended for?

d) Publication format, costs, and revenues:

Is acid-free paper stock to be used? _____
 Total number of pages _____
 Black/white illustrations _____
 Color plates _____
 Total run _____

| | |
|---|----------|
| Translation costs | \$ _____ |
| Total cost | \$ _____ |
| Unit cost | \$ _____ |
| Sales price | \$ _____ |
| Anticipated revenues from publication sales | \$ _____ |

e) How will the publication be distributed? Who will hold copyright?

Special Exhibitions Supplementary Information Sheet (continued)

10. Please describe measures that will be taken to protect works in the exhibition.

a) Security measures:

b) Fire protection system:

c) Atmosphere control system:

11. Describe briefly the qualifications of personnel supervising and handling, packing, and installing (please limit response to space provided).

12. If the works to be shown are of a particularly fragile nature, describe any special precautions that will be taken to protect them.

**Museum
Program****Individual Grant Application Form NEA-2 (Rev.)**

Applications must be submitted in triplicate and mailed to: Grants Office/MM, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506.

| | | |
|---------------------------------------|--|---|
| 1. Name (last, first, middle initial) | 4. Category under which support is requested: Fellowships for Museum Professionals | |
| 2. Present mailing address/phone | 5. U.S. Citizenship Visa Number <input type="checkbox"/> Yes <input type="checkbox"/> No _____ | |
| 3. Permanent mailing address/phone | 7. Birth date Place of birth | 8. Period of support requested: Starting month day year Ending month day year |

9. Description of proposed activity:

10. Amount requested from National Endowment for the Arts: \$ _____
Allocated as follows: Time \$ _____ Materials \$ _____ Travel \$ _____

11. Career summary or background (if additional space is needed, you may staple a resume or other supplemental sheets to the application.)

| | | | |
|---|--|--|--|
| <p>12. Education</p> <p>Name of institution</p> <p>Major area of study</p> <p>Inclusive dates</p> <p>Degree</p> | | | |
| <p>13. Fellowships or grants previously awarded</p> <p>Name of award</p> <p>Area of study</p> <p>Inclusive dates</p> <p>Amount</p> | | | |
| <p>14. Present employment</p> <p>Employer</p> <p>Position/Occupation</p> <p>Salary</p> | | | |
| <p>15. Prizes/Honors received</p> <p>Membership professional societies</p> | | | |
| <p>16. Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.</p> | | | |
| <p>Privacy Act of 1974 requires us to furnish you with the following information:</p> <p>The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analyses of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.</p> | | | |

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Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

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